



BEACON

North Carolina
Office of the State Controller

Recalculation of All Employee Time

January 8, 2009

Agenda

- **Employee Commitment**
- **Steps We Are Taking**
- **Why Now**
- **Negative Implications of Waiting**
- **Critical Success Factors**

Employee Commitment

As a customer service organization, it is the goal of the OSC BEACON team to exceed our state employee customer expectations. We will continue the partnership we have formed with each agency to always do what is right for state employees.

Steps We Are Taking

1. Tuesday, Jan. 6 Finish bi-weekly payroll
2. Tuesday, Jan. 6 Take back-up of production
3. Thursday, Jan. 8 Refresh Quality Assurance system (QAS) with production back-up
4. Thursday, Jan. 8 Meet /conference call with agencies (3:00 pm)
5. Friday, Jan. 9 Run "before" bi-weekly (BW2) and monthly (M1) payrolls for January in QAS
6. Friday, Jan. 9 Run and save "before" payroll wage type reports
7. Friday, Jan. 9 Run and save "before" ZFIR018 (payroll cost) reports
8. Friday, Jan. 9 Take another back-up of production
9. Friday, Jan. 9 Promote time fixes to production
10. Sunday, Jan. 11 Run time evaluation retroactively in production
11. Sunday, Jan. 11 Run back-up of production upon completion of time evaluation
12. Tuesday, Jan. 13 Refresh QAS environment with new data including fixes
13. Tuesday, Jan. 13 Run "after" bi-weekly (BW2) and monthly (M1) payrolls for January in QAS
14. Wednesday, Jan. 14 Run and save "after" payroll wage type reports
15. Wednesday, Jan. 14 Run and save "after" ZFIR018 (payroll cost) reports
16. Wednesday, Jan. 14 Conduct full comparison of "before" and "after" reports
17. Thursday, Jan. 15 Meet with agencies and share results
18. Tuesday, Jan. 20 Bi-weekly (BW2) payroll finalization
19. Tuesday, Jan. 27 Monthly (M1) payroll finalization

Why Now

- It is the right thing to do to fix the problems and pay employees correctly ASAP
- Allows us to close outstanding tickets more quickly
- Provides a more solid foundation in the time rules on which we can continue to build and improve
- Yields a more accurate employee time statement dating back to near go-live
- Solves many of the remaining quota balance issues
- Reduces the manual work arounds we've had to put in place
- Produces more accurate vacation roll-overs

Negative Implications of Waiting

- The longer we wait the more complicated and time consuming (longer run times) it will be when we eventually recalculate time
- Holiday Leave would be wrong for 32,000 employees
- Cannot put up the time wall (to prevent employees from going back to 2008 and touching time)
- More tickets related to roll-over and time problems still not fixed
- Jan. holidays (Jan. 1 and Jan. 19) potentially paid incorrectly
- Delays fixing backlogged time problems
- More comp time records would age out from last December (potentially causing pay issues)

Critical Success Factors

- Partner and work together
- Communicate with employees
 - As soon as possible after identifying and informing employees who will have monies recouped this month, we ask that each agency work out a repayment plan using the accounts payable process to recoup any monies owed.
 - If the employee has received an overpayment, the agency and the employee may enter into a repayment agreement where the employee will repay the agency in incremental payments over time (perhaps a fiscal quarter).
 - It is a statutory requirement that any overpayment in salary be recovered.
- Remember that we are in this together